

# Discount Letters First-Class Mail

## Presorted Letters and Cards—Machinable

# 230c

Quick Service  
Guide

### Physical Standards (201)

Maximum weight: 3.3 ounces; for pieces over 3.3 ounces, see [Quick Service Guide 230b](#).  
For an overview of the physical standards for discount letters and cards, see [Quick Service Guide 201](#).

### Rates and Fees (233.1)

Weight Not Over (Ounces)	Presorted
1	\$0.371
2	0.608
3	0.802
3.3	1.039

Card Rate<sup>1</sup> \$0.223

1. Rate shown applies to each single or double postcard when originally mailed.  
Annual \$160.00 presort mailing fee.

### Content (233.2)

First-Class Mail is required for personal correspondence, handwritten or typewritten material, and bills or statements of account. It may also be used for any mailable item including advertisements and lightweight merchandise. This service is typically the fastest service offered within discount mail.

### Eligibility Standards (233.4)

Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be machinable; see [201.1](#). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.

Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.

Addresses on all pieces must be updated within 185 days before mailing through a USPS-approved address update method (e.g., ACS, NCOA<sup>Link</sup>, *FASTforward*, or the appropriate ancillary service endorsement under [507](#)). For an overview of the First-Class Move Update standards, see [Quick Service Guide 230a](#).

A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.

Mailers can apply Repositionable Notes (“sticky notes”) for an additional charge of \$0.005. See [709.7](#).

### Postage Payment and Documentation (234)

Precanceled stamp ([604.3](#)), meter ([604.4](#)), or permit imprint ([604.5](#)).

Additional standards apply to mailings of nonidentical-weight pieces.

Documentation:

- Postage statement: Form 3600-R, 3600-EZ, or approved facsimile.
- Supporting documentation: required unless correct rate affixed to each piece or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).

### Mail Preparation (235)

Mark each piece: “PRESORTED” or “PRSRT” and “FIRST-CLASS” in the postage area. For optional marking location, see [202.3](#).

1-foot or 2-foot trays used ([235.3.3](#)) where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).

See reverse for preparation and labeling.

Use 2-inch tray labels ([245.4](#)) or barcoded tray label (recommended) ([235.4.1](#)).

Trays sleeved and strapped ([235.3.4](#)). See [235.3.5](#) for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF.

### Enter and Deposit (236)

Mailing entered at an acceptance point designated by USPS.

For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Traying Sequence (235.5)

## 5-Digit

**Trays:** Optional, full trays only for pieces to same 5-digit ZIP Code; less-than-full trays not permitted.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail.

**Rate:** Presorted

## 3-Digit

**Trays:** Required, full trays only for pieces to same 3-digit ZIP Code prefix; less-than-full trays not permitted. (Exception: One less-than-full tray must be prepared for any remaining pieces for each origin 3-digit ZIP Code prefix.)

**Labels:** For Line 1, use **L002**, Column A, for destination facility.

**Rate:** Presorted

## AADC

**Trays:** Required, full trays only for pieces to same AADC (see **L801**); pieces grouped by 3-digit ZIP Code prefix; less-than-full trays not permitted.

**Labels:** For Line 1, use **L801**, Column B, for destination facility.

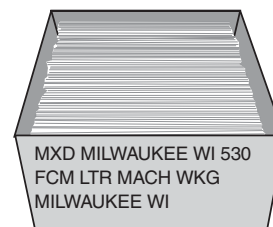
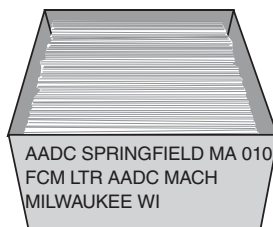
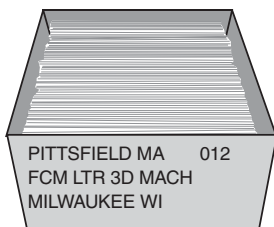
**Rate:** Presorted

## Mixed AADC

**Trays:** Required for any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full tray permitted.

**Labels:** For Line 1, use "MXD" followed by city/state/ZIP Code of origin facility in **L002**, Column C.

**Rate:** Presorted



Bundling not permitted in full trays. Bundling required in mailings consisting entirely of card-size pieces and for pieces placed in less-than-full 3-digit and mixed AADC trays.